

~~CONFIDENTIAL~~  
Security Information

Executive Secretary, GSA Career Service Board

27 July 1953

Chairman, GSO Career Service Board

Monthly Report of GSO Career Service Activities

1. During the period of 16 June to 15 July 1953, the GSO Career Service Board held one (1) meeting on 26 June 1953.

2. In accordance with memorandum of 26 June 1953 from the Assistant Director (Personnel) attaching a list of CIA employees of other Agency components who had been proposed for GS career designations, this office reviewed the Official Personnel Files of 27 employees, all of whom are personnel assigned to the [REDACTED] or to overseas field activities. Of these, General Services Office concurred in the assignment of GS career designations to 12, and, based on present assignments, previous CIA experience, and their work experience prior to coming to CIA, recommended the assignment of career designations of other offices to 14. One (1) individual on the list had resigned from the Agency and we have not received the files on the remaining five (5) people as yet, but will advise the Assistant Director (Personnel) as soon as we have reviewed their present assignments, previous work experience, and qualifications.

25X1A6a

3. During this period, one (1) career employee of this office received a cash award and a Certificate signed by the Personnel Director as a result of his submission of an employee suggestion under the Incentive Awards Program.

4. A total of 18 promotions within General Services Office were processed, one (1) employee transferred from GOC to GSO, and two (2) GSO employees were released for transfer into other CIA activities.

5. One employee requested Agency approval during this period to engage in non-CIA school courses secured on his own initiative, his own time, and at his own expense.

6. Employees who entered training courses at CIA expense or on CIA time are shown on the attached list.

~~CONFIDENTIAL~~

~~CONFIDENTIAL~~  
Security Information

Executive Secretary, CIA Career Service Board

27 July 1953

25X1A6a

7. Tours of our [REDACTED] were conducted during this period for a total of ten (10) Agency employees.

25X1A6a

25X1A9a

Enclosure

1. List of Employees  
Who Entered Training  
Courses at CIA Expense  
or on CIA Time

GSO/MEW:am (27 July 1953)

cc: Chrono  
Career Service Board file ✓  
Training Officer, GSO